

- Paste
 - Undo
 - Find Record
 - Refresh
 - Sort
 - Sort Ascending
 - Sort Descending
 - AutoFilter
 - Apply Filter
 - Standard Filter
 - Reset Filter/Sort
 - Data to Text
 - Data to Fields
 - Mail Merge
 - Data Source of Current Document
 - Explorer On/Off
- The Data Source Explorer (Figure 398), which by default is located on the left side of the Data Source window, below the Table Data toolbar.

The Data Source Explorer provides a list of the registered databases, which by default includes the built-in *Bibliography* database.

To view each database, click on the expand icon to the left of the name of the database. This has already been done for the *Automobiles* database in Figure 398. Click on the expand icon left of *Tables* to view the individual tables within the selected database; similarly you can click on the expand icon left of *Queries* to view the individual queries within the selected database. Click on the name of a table to view all the records held in that table.



Figure 398: Data Source Explorer

- The data records for the selected table are displayed in the area at the right side of the Data Source window, below the Table Data toolbar.

	Make	Model
	FIAT AUTO (UK) LTD	Tipo
	FIAT AUTO (UK) LTD	Qubo
	FORD	Ka+
	FORD	Fiesta
	FORD	EcoSport

Record 1 of 41 *

Figure 399: Data Source window records

To see more columns in this area, you can click the **Explorer On/Off** icon on the Table Data toolbar to hide the Data Source Explorer. Click again to show it back.